

Quick Start Guide

Welcome to School Specialty Online! Here are some quick tips to help you easily navigate our website and place an order.

Login:

- Visit SchoolSpecialty.com. Select **Sign In/Create Account** in the top right corner.
- Choose **Continue & Login** under **Continue as a School or Business User** ordering with your school organization.
- Enter your user name and password, click **Login**.

Search:

- Type the description or item number for the item you are looking for in the search box at the center of your screen.
- Click the **Search Icon**. Searching can be done from the Search Box using either words or item numbers.

Shop Our Products:

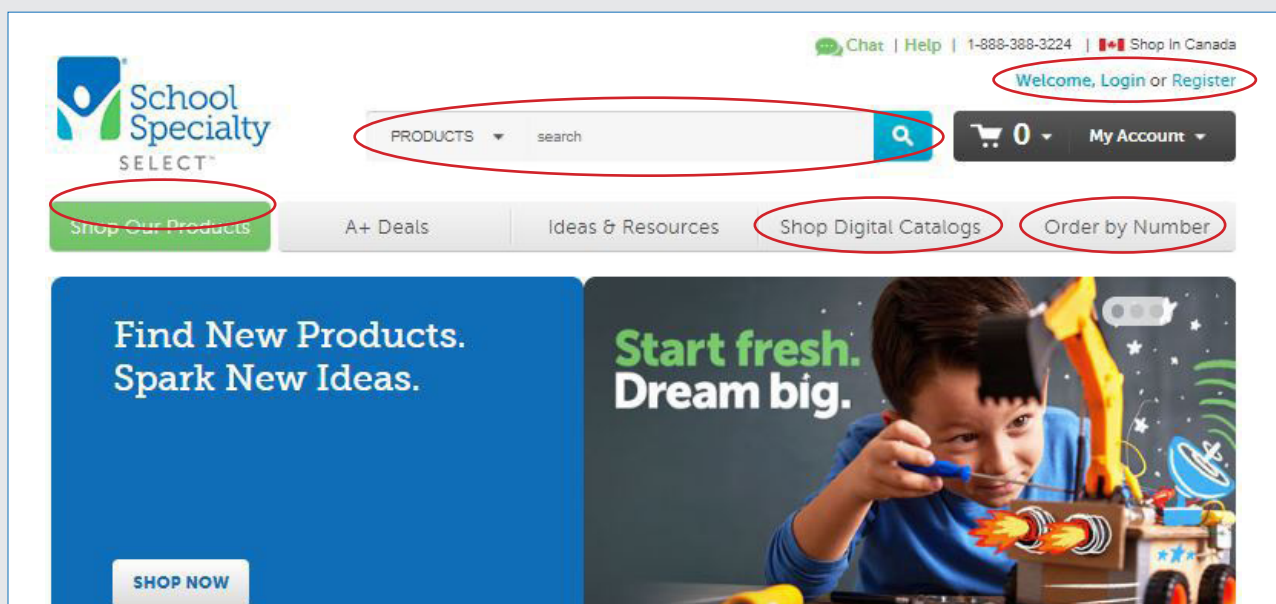
- Select **Shop Our Products** tab on the left side of the middle navigation bar to search by product category.

Order by Number:

- Select **Order by Number** tab on the right side of the middle navigation bar. Enter your item numbers and quantities, then click **Add To Cart**.

Shop Digital Catalogs:

- To view our extensive list of digital catalogs, click on the **Shop Digital Catalogs** tab from the middle navigation bar. Select a catalog and simply locate the item you wish to purchase in the catalog, click on the item number and the item will automatically be added to your cart.



Quick Instructions: Quick Start Guide, cont.

Continuing or Viewing Existing Orders

- All account options can be found under the **My Account** menu at the top of the page.

Finalizing and Submitting Your Orders:

- Click **View Cart** from the **Shopping Cart** Icon at the top right of the page.
- Select your shipping address from the existing list.
- Verify your name is in the Attention To: field – this will appear on the outside of your box.
- If you wish to change the name on the outside of the box, (ordering for another person or if using a Shared User) simply enter that person's name by selecting **Review Attention To** in the Shipping Information.
- Enter the date you wish this order to be shipped (this can be changed by your approver, if you have one).
- Select billing information from the existing list.
- Enter your Purchase Order or Requisition Number (required for final approvers and direct submitters). If not known type your Last Name in this field.
- To enter a promo code, budget code or review your item's availability, select the **Promotion Codes, Budget Codes** or **Item Availability** tab.
- Click **Proceed to Checkout**.
- Review your order.
- Click **Submit** to send your order to your approver (if you have one) or to School Specialty for fulfillment.
- Click **Print this Cart** to print a copy of your order if desired.

